

FIRE SERVICE AIDE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of delivery and retrieval duties in support of the Fire Department.

Supervision Received and Exercised:

Receives supervision from the Support Services Deputy Chief, and other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Drive personal or city vehicle to drop-off and/or pick-up Fire Department supplies and equipment as necessary; retrieve backboards and other Department Emergency Medical Equipment from area hospitals and return to appropriate Department Stations; drop-off broken fire service equipment to vendor for repair; pick-up various supplies and equipment from vendor(s) as needed.
- Lift inventory and supplies in order to shelve or retrieve items in Fire Department Warehouse.
- Pick-up, sort, and deliver Department mail to the appropriate Fire Station as necessary.
- Support emergency scenes by performing other delivery or retrieval duties as necessary.
- Attend meetings and training as necessary; may perform other duties as assigned.

Minimum Qualifications:

Experience:

Some delivery experience is desirable.

Education:

CITY OF TEMPE

Fire Service Aide (continued)

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

Pending

Competencies:

Pending

Job Code: 061

Status: Non-Exempt / Classified